



TRANSFER OPPORTUNITY

For Current State Employees

Office Technician (Typing)

****Office Assistant (Typing)***

Department of Industrial Relations

Division of Administration

Personnel Unit

San Francisco

Position: Office Technician (Typing) \$2510- \$3050 per month

Location: 455 Golden Gate Avenue, San Francisco, CA 94102

Duties: Under the general supervision of the Personnel Officer of the Department of Industrial Relations and direction of other staff as assigned, serves as secretary to the Personnel Officer, and Staff Services Managers I. Acts as lead person for the Personnel Office clerical staff; provides routine clerical assistance for the staff of the Personnel Office; handles, receives and/or distributes checks for the State Controller's Office and or DIR Accounting Office; acts as Attendance Reporting Officer. Provides personal contact with employees, administrative staff, control agency staff and vendors in response to routine inquiries by telephone or in person; answers the telephone, and provides information to callers and visitors to the office or refers them appropriately and or/takes messages; acts as receptionist for examinations administered in the Personnel Office. Must maintain a thorough knowledge of the Department of Industrial Relations, and its Divisions and Boards to successfully perform these duties.

****Will consider downgrading position to Office Assistant (Typing)***

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations

P.O. Box 420603

San Francisco, CA 94142

Attention: Terry Stevenson

Telephone: (415) 703-4381

CALNET 593-4381

Submit application By August 17, 2006

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.